



# INSTRUCTIONS

## SUMMER SUPPLEMENTAL (208S)

A faculty member may receive a **maximum of 1/3 academic year salary as supplemental pay** during the entire year (52 week period).

Authorizations for summer supplemental payments must be properly routed and delivered to the Office of the Provost by **May 1**. Authorizations must be received at least four weeks prior to the applicable scheduled payment date. Failure to meet this schedule will result in the payment being delayed one pay period.

Payments for the summer will be from 5/31 - 8/15 (spread over 6 payments) unless otherwise indicated on this form. If paperwork is late, payments will be remitted retroactively.

The Faculty Supplemental Authorization Form should be used for changes to faculty pay only. Changes in FOAPA distribution should be made on a Planned Labor Distribution Change Form or changed through the labor redistribution process. Changes in total pay require a revised Supplemental Pay Form. For non-uniform payments and changes in payment amount, a spreadsheet detailing the information will need to be attached.

### **Labor is charged the following way:**

This authorization form acts as a direct charge. If a restricted fund is charged, a verification report will be issued to the employee at the end of the period/semester. The verification report must be signed and returned to the Controller's Office to satisfy external audit requirements. If this report is not signed and returned, the charges will be transferred to the department.

### **Faculty Supplemental Pay Calculations:**

#### Credit Courses:

1 credit	53 hours	1/27 AY
2 credit	107 hours	2/27 AY
3 credit	160 hours	1/9 AY
4 credit	210 hours	4/27 AY

#### Non-Credit Courses:

1 week	40 hours	1/36 AY
2 weeks	80 hours	1/18 AY